

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
POLICY ANALYST
OFFICE OF SENATOR SKINNER**

BASIC FUNCTIONS:

Under the direction of the Senator and the Chief of Staff, the Policy Analyst may be required to handle a full bill package, review bill co-authoring opportunities, manage key district relationships and constituent correspondence, and meet with constituents, legislative advocates and other legislative staff members.

DUTIES:

Under the direction of the Senator and the Chief of Staff, the Policy Analyst develops and manages the Member's legislative and district outreach agenda, in conjunction with the Legislative Director, and the Chief of Staff. The Policy Analyst prepares briefings for the Member on legislative issues and may serve as the principal substitute for the Member at legislative and/or other meetings. Analyze legislation and provides policy consultation. Responsible for research and formulation of legislation and for meetings with proponents and opponents. Supervises staff including interns and fellows assigned to assist with legislation and other duties.

KNOWLEDGE OF:

The legislative process, as well as the structure and policies of state government; the Senate's personnel rules, policies, and best practices pertaining to supervising, sexual harassment and Equal Employment Opportunities. Minimum of 4-6 years of legislative and budget experience, excellent oral and written communications skills and a strong policy and legislative process background required. Candidates must have the ability to manage multiple projects, thrive under deadlines, and work well in a team environment.

ABILITY TO:

Perform administrative and policy-influencing functions effectively; organize and structure employee workload and supervise staff; communicate clearly and concisely; establish and maintain a cooperative and effective working relationship with staff.

Demonstrate excellent written, research, computer and communication skills. Must be able to work a flexible and highly demanding schedule.

PAY RANGE & FINAL FILING DEADLINE:

Salary starts at \$5,628 per month. Applications will be accepted until the position is filled.

**SUBMIT COVER LETTER, RESUME, WRITING SAMPLE, AND SENATE
EMPLOYMENT APPLICATION TO:**
ca.sdnine@gmail.com